

LALA LAJPAT RAI UNIVERSITY OF VETERINARY AND ANIMAL SCIENCES, HISAR

Amendment No. 5/2019

No. Admn./E-1/2019/302

Dated: 06.02.2019

In pursuance of the decision taken by the Board of Management vide Item No. B-3 in its 23rd meeting held on 10.11.2018, the Vice-Chancellor is pleased to make the following amendments in the existing clauses of chapter XXII of Statutes as under:

Chapter-XXII

Clause No.	Existing provision.	Amended provision
3 (1)	Every employee shall at all times:	Every employee shall at all times:
	(i) maintain absolute integrity; (ii) maintain devotion to duty; and (iii) do nothing which is unbecoming of a University employee.	(i) maintain absolute integrity; (ii) maintain devotion to duty; and (iii) do nothing which is unbecoming of a University employee. (iv) Every University employee shall in the discharge of his official duties act in a courteous manner and shall not adopt dilatory tactics in his dealings with the public.
		Explanation- A University employee who habitually fails to perform a task assigned to him within the time set for the purpose and with the quality of performance expected of him shall be deemed to be lacking in devotion to duty within the meaning of Clause (ii) above.
3 (2) (i)	Every employee holding a supervisory post shall take all possible steps to ensure the integrity and devotion to duty of all employee under his/her control and authority.	Every employee holding a supervisory post shall take all possible steps to ensure the integrity and devotion to duty of all employee under his/her control and authority. Note: This sub clause shall be invoked only in cases where there has been a failure on the part of supervisory officer concerned to take all possible steps to ensure the integrity and devotion to duty of all Govt. employees under his/her control and authority.

3(A).	-	<p>Act and conduct which amount to misconduct-</p> <p>The following acts and omissions amount to misconduct-</p> <ul style="list-style-type: none"> (i) wilful insubordination or disobedience, whether alone or jointly with others, to any lawful and reasonable order of a superior. (ii) Infidelity, unfaithfulness, dishonesty, untrustworthiness, theft and fraud, or dishonesty in connection with the activities of the University or handing of its property. (iii) Strike, picketing, gherao, striking work or inciting others to strike work in contravention of the provisions of any law or rule having the force of law. (iv) Gross moral misconduct, acts subversive of discipline, riotous or disorderly behaviour during or after the office hours at any place. (v) Riotous and disorderly behaviour during and after the working hours or in work place. (vi) Negligence or neglect of work or duty amounting to misconduct. (vii) Habitual negligence or neglect of work or duty. (viii) Habitual absence without permission and over-staying leave. (ix) Conviction by a Criminal Court.
		<p>The act or conduct of an employee may amount to misconduct-</p> <ul style="list-style-type: none"> (i) If the act or conduct is

		<p>prejudicial or likely to be prejudicial to the interests of the employer/Dept. or to the reputation of the employer/Dept.</p> <p>(ii) If the act or conduct is inconsistent or incompatible with the due or peaceful discharge of his duty to his employer/Dept.</p> <p>(iii) If the act or conduct of the employee makes it unsafe for the employer to retain him in service.</p> <p>(iv) If the act or conduct of the employee is so grossly immoral that all reasonable men say that the employee cannot be trusted.</p> <p>(v) If the act or conduct of the employee is such that the employer/Dept. cannot rely on the faithfulness of his employee.</p> <p>(vi) If the act or conduct of the employee is such as to open before him temptations for not discharging his duties properly.</p> <p>(vii) If the employee is abusive or if he disturbs the peace at the place of his employment.</p> <p>(viii) If he is insulting and insubordinate to such a degree as to be incompatible with the continuance of the relation of employer/Dept. and employee.</p> <p>(ix) If the employee is habitually negligent in respect of the duties for which he is engaged.</p> <p>(x) If the neglect of the employee though isolated, tends to cause serious consequences.</p>
11 (1)	No employee shall, except with the prior sanction of the Vice-Chancellor, own wholly or in part	No employee shall, except with the prior sanction of the Vice-Chancellor, own wholly or in part or conduct or

	or conduct or participate in the editing or management, of any newspaper, or other periodical publications.	participate in the editing or management, of any newspaper, or other periodical publications.
11 (2)	No employee shall, except with the prior sanction of the Vice-Chancellor or the prescribed authority, or in the bonafide discharge of his/her duties, participate in a radio broadcast or any other electronic media or contribute any article or write any letter either in his/her own name or anonymously, pseudonymously or in the name of any other person to any newspaper or periodical.	No employee shall, except with the prior sanction of the Vice-Chancellor or the prescribed authority, participate in a radio broadcast or any other electronic media or contribute any article or write any letter either in his/her own name or anonymously, pseudonymously or in the name of any other person to any newspaper or periodical.
	<p>Provided that no such sanction shall be required if such broad-cast or such contribution is of a purely literary, artistic or scientific character.</p> <p>Provided further that the Vice-Chancellor or the prescribed authority may withdraw at any time the sanction so granted, if there are reasons to believe that the sanction if being misutilised, after affording reasonable opportunity of being heard.</p>	<p>Provided that no such sanction shall be required if such broad-cast or such contribution is of a purely literary, artistic or scientific character.</p> <p>Provided further that the Vice-Chancellor or the prescribed authority may withdraw at any time the sanction so granted, if there are reasons to believe that the sanction if being misutilised, after affording reasonable opportunity of being heard.</p>
11 (3)	-	No employee shall except with the previous sanction of the Vice-Chancellor or the prescribed authority publish a book himself or through a publisher, or contribute an article to book or a compilation of articles.
14		Every University employee shall, in performance of his/her duties in good faith, communicate to a member of public or any organization full and accurate information, which is to be disclosed under the RTI Act, 2005 (22 of 2005), provided that;

	No employee shall except, in accordance with any general or special order of the University or in the performance in good faith of the duties assigned to him/her, communicate, directly or indirectly, any official document or any part thereof or information to any employee or any other person to whom he/she is not authorized to communicate such document or information.	No employee shall except, in accordance with any general or special order of the University or in the performance in good faith of the duties assigned to him/her, communicate, directly or indirectly, any official document or any part thereof or information to any employee or any other person to whom he/she is not authorized to communicate such document or information.
	Explanation: Quotation by an employee (in his/her representation to the Head of Office or Head of Department or an Officer of the University of the Vice-Chancellor) from the letter, circular, office memorandum or from the notes of any file to which he/she is not authorised to have access or which he/she is not authorised to keep in his/her personal custody or for personal purposes, shall amount to un-authorized communication of information within the meaning of this rule. However, information disclosed under RTI Act-2005 shall not be covered under this rule.	Explanation: Quotation by an employee (in his/her representation to the Head of Office or Head of Department or an Officer of the University of the Vice-Chancellor) from the letter, circular, office memorandum or from the notes of any file to which he/she is not authorised to have access or which he/she is not authorised to keep in his/her personal custody or for personal purposes, shall amount to un-authorized communication of information within the meaning of this rule. However, information disclosed under RTI Act-2005 shall not be covered under this rule.
16 (2)	On occasions, such as weddings, anniversaries, functions or religious functions when the making of a gifts is in conformity with prevailing religious or social practice, a Government employee may accept gifts from his/her near relatives and friends, but, he/she shall make a report to Government if the value of any such gift exceeds Rs. 4000/-	On occasions, such as weddings, anniversaries, funerals or religious functions, when making of gifts is in conformity with prevailing religious or social practice, a University employee may accept gifts from his near relative or from his personal friends having no official dealing with him, but shall make a report in this regard to the Competent Authority in the University if the value of such gift exceeds; i) Rs. 7,000/- in the case of a University employee holding any Group 'A' post,

		<p>ii) Rs. 4,000/- in the case of a University employee holding any Group 'B' post.</p> <p>iii) Rs. 2,000/- in the case of a University employee holding any Group 'C' post.</p> <p>iv) Rs. 1,000/- in the case of a University employee holding any Group 'D' post.</p>
(3)	<p>In any other case, a Government employee shall not accept, or permit any member of family or any other person acting on his/ her behalf to accept, any gift without the sanction of the Government if the value thereof exceeds:</p> <p>(i) Rs. 1,000/- in the case of a Government employee holding any Class-I and Class-II post; and</p> <p>(ii) Rs. 500/- in the case of other employee.</p>	<p>In any other case, the employee shall not accept any gift without the sanction of the Vice-Chancellor or the authority prescribed, if the value thereof exceeds:</p> <p>Rs. 1,500/- in the case of an Officer of the University and employee holding any Class – 1, Class-II or Grade-A & B post; and</p> <p>Rs. 500/- in the case of other employee holding any group C & D post.</p>
17	No University employee shall	17 (1) No University employee shall
	(i) give or take or abet the giving or taking of dowry; or	give or take or abet the giving or taking of dowry; or
	(ii) demand directly or indirectly from the parents or guardian of a bride or bridegroom as the case may be, any dowry.	demand directly or indirectly from the parents or guardian of a bride or bridegroom as the case may be, any dowry.
	<p>Explanation-</p> <p>For the purpose of this rule dowry has the same meaning as the Dowry Prohibition Act 1961 (28) of 1961 as amended and applicable to the State of Haryana.</p>	<p>Explanation-</p> <p>For the purpose of this rule dowry has the same meaning as the Dowry Prohibition Act 1961 (28) of 1961 as amended and applicable to the State of Haryana.</p>
17 (2)	-	Every University employee after his marriage shall furnish a declaration to his Head of the Dept. that he has not taken any dowry. The declaration shall be signed by his

		wife, father and father-in-law.
19 (1) (i)	No employee shall, except with the prior sanction of the Vice-Chancellor or the authority prescribed, engage himself/herself in any trade or business of his/her own, or in partnership with any member(s) of his/her family, any other blood relation (dependent or otherwise) or anybody else. He/she shall neither physically participate in any such business or transaction or conduct such trade or business on any premises on behalf of himself/herself, any member of his/her family or any blood relation or anyone else, nor promote or be instrumental in promoting in any way such trade/business/transaction;	(1) No University employee shall, except with the previous sanction of the Vice-Chancellor or the authority prescribed -
(ii)	No employee shall, except with the prior sanction of the Vice-Chancellor or the authority prescribed, undertake any private work of skilled, unskilled, technical, operational, clerical or supervisory nature for hire or reward either as full time or part time;	(a) engage directly or indirectly in any trade or business, or
(iii)	Each employee shall submit in his/her annual property return a certificate to the effect mentioned at (i) and (ii) above.	(b) negotiate for, undertake, any other employment, or
(iv)	The employee shall also submit in his/her annual property return the details of his/her family members, dependant or otherwise, on him/her. Such employee shall also separately mention in such property returns any description about any of his/her family members, dependant on him/her hitherto and who have now become independent and any business/trade/transaction/activity	(c) hold an elective office, canvass for a candidate for an elective office, in any body, whether incorporated or not, or
		(d) canvass in support of any business of insurance agency, commission agency, etc., owned or managed by any member of his family, or
		(e) take part, except in the discharge of his official duties, in the registration, promotion or a management of any bank or other company registered under the Companies Act, 2013 (18 of 2013) or any other law for the time being in force, or of any Co-operative Society for commercial purposes or
		(f) participate in, or associate himself in any manner, in making of-
		(i) a sponsored media (including radio, televisions) programme, or
		(ii) a media programme commissioned by Government media but produced by an outside agency or;
		(iii) a privately produced radio or televisions or other media programme including a video magazine.
		(g) Involve or engage

	<p>practised by them independently.</p> <p>Provided that a University employee may, without sanction undertake honorary work of a special charitable nature or occasional work of a literary, artistic or scientific character, subject to the conditions that:</p> <p>(a) he/she shall within a period of one month of his/her undertaking any such work, report to the Vice-Chancellor giving full details;</p> <p>(b) his/her official duties do not thereby suffer;</p> <p>(c) he/she shall discontinue any such work, if so directed by the Vice-Chancellor or by the authority prescribed.</p> <p>Provided further that, if the undertaking of any such work involves holding of an elective office, he/she shall not seek election to any such office without the previous sanction of the Vice-Chancellor.</p> <p>Explanation: Canvassing by a University employee:</p> <ol style="list-style-type: none"> 1. in support of the business of insurance agency, commission agency etc. owned or managed by his/her spouse, any other member of his/her family; or 2. for a candidate for an elective office referred to in the second proviso shall be deemed to be a breach of this sub-rule. 	<p>himself/herself in the registration, promotion, management of other kinds of activities of any non-Government organization (NGO) if the same is aided by the Central Government, State Government or an International Organization or agency.</p>
(2)	<p>Every employee shall report within one month to the Vice-Chancellor or the appointing authority, if any member of his/her family is</p>	<p>(2) A University employee may, without the previous sanction of the Vice-Chancellor-</p> <p>(a) undertake honorary work of a</p>

<p>(3)</p>	<p>engaged in a trade or business or owns or manages an insurance agency or commission agency.</p> <p>No employee shall, without the prior sanction of the Vice-Chancellor or the prescribed authority except in the discharge of his/her official duties, take part in registration, promotion or management of any Bank or other company which is required to be registered under the Companies Act 1956 (1 of 1956) or any other law for the time being in force or any co-operative society for commercial purposes;</p> <p>Provided that an employee may take part in the registration, promotion or management of a co-operative society substantially for the benefit of employees or of a literary scientific or charitable society registered under the Societies Registration Act, 1860 (21 of 1860) or any corresponding law in force, subject to the condition that:</p> <p>(i) he/she shall, within a period of one month of his/her taking part in such activity, report to the Vice-Chancellor giving full details;</p> <p>(ii) his/her official duties do not thereby suffer;</p> <p>(iii) he/she shall discontinue taking part in any such activity if so directed by the Vice-Chancellor or the prescribed authority.</p> <p>Provided further that if taking part in any such activity involves holding of an elective office, he/she shall not seek election to nay such office without the prior sanction of</p>	<p>social or charitable nature; or</p> <p>(b) undertake occasional work of literary, artistic or scientific character; or</p> <p>(c) participate in sports activities as amateur; or</p> <p>(d) take part in the registration, promotion or management (not involving the holding of an elective office) of a literary, scientific or charitable society, or of a club, or similar organisation, the aims or objectives of which relate to promotion of sports, cultural, or recreation activities, registered under the Societies Registration Act, 1860 (21 of 1860), or any other law for the time being in force, or</p> <p>(e) take part in the registration, promotional or management (not involving the holding of elective office) of a Co-operative Society substantially for the benefit of University employee, registered under the Co-operative Societies Act, 1912 (2 of 1912) or any other law for the time being in force in any State:</p> <p>Provided that:</p> <p>(i) he/she shall discontinue taking part in such activities if so directed by the University; and</p> <p>(ii) in a case falling under clause (d), or clause (e) of this sub-rule, his/her official duties shall not suffer thereby and he/she shall, within a period of one month of his taking part in such activity, report to the Vice-Chancellor giving details of the nature of his</p>
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	the Vice-Chancellor.	participation. (3) Every university employee shall, if any member of his/her family is engaged in a trade or business, or owns or manages an insurance agency or commission agency, report that fact to the university authority.
	Explanation: (1) A 'Co-operative Society' means a society registered or deemed to be registered under the Co-operative Societies Act, 1912 (2 of 1912) or any other law relating to co-operative societies for the time being in force in any State.	Explanation: (1) A 'Co-operative Society' means a society registered or deemed to be registered under the Co-operative Societies Act, 1912 (2 of 1912) or any other law relating to co-operative societies for the time being in force in any State.
	Explanation: (2) Canvassing for a candidate for an elective office, referred to in the second proviso, shall be deemed to be breach of this sub-rule.	Explanation: (2) Canvassing for a candidate for an elective office, referred to in the second proviso, shall be deemed to be breach of this sub-rule.
(4)	No employee shall accept any fee for any work done by him/her for any public body or any private person without the sanction of the prescribed authority as per Statutes.	No University employee shall accept any fee for any work done for any public body or for any private person without the sanction of the prescribed authority as per Statutes. Explanation: The term 'fee' has been defined in Haryana Civil Services (General) Rules, 2016.
20 (1)	No employee shall speculate in any stock share or other investment.	20 (1) (i) No employee shall speculate in any stock share or other investment.
	Explanation: Frequent purchase or sale or both of shares, securities or other investments shall be deemed to be speculation within the meaning of this sub-rule.	20 (1) (ii) On investment in stock, shares, securities, debentures etc. occasionally, the total transactions of which exceeds Rs. 50000/- during a calendar year in case of Group A and B employees and exceeds Rs. 25,000/- in case of Group C and D employees, the details thereof shall be intimated by the concerned employee to the Head of Dept. for the information of the Vice-Chancellor immediately after the

		calendar year to which such transactions pertain.
22 (1)	<p>No employee shall, except with the prior knowledge of the Vice-Chancellor or other Officers/Head of Dept./Section of the University who have been delegated these powers, acquire or dispose of any movable property in the shape of shares, securities or debentures or any immovable property by lease, mortgage, sale, gift or otherwise in his/her own name or in the name of any other member of his/her family.</p> <p>Note: The above rule applied only to cases in which the value of the movable or immovable property exceeds the amount equivalent to one year's salary of the employee concerned.</p>	<p>Movable, immovable and valuable property</p> <p>1. Every University employee shall submit—</p> <p>(i) declaration of property on his first appointment to any service or post;</p> <p>(ii) annual property return as on 31st March of every financial year; and</p> <p>(iii) property return as and when he is directed by the prescribed authority, showing particulars in detail, in the prescribed Forms regarding</p> <p>(a) immovable property inherited, owned, acquired or held on lease or mortgage, by him or his spouse or any member of his family, either in their own name or in the name of any other person; and</p> <p>(b) movable property.</p> <p>Explanation.— For the purpose of this rule the expression „movable property“ includes—</p> <p>(i) cash, bank balance, deposits, loans and advances;</p> <p>(ii) investments in shares, securities, debentures, bonds etc.;</p> <p>(iii) jewellery and insurance policies;</p> <p>(iv) vehicles, any other means of conveyance;</p> <p>(v) any electric, electronic goods or household items such as refrigerators, air conditioner, LCD, LED, computers, washing machines, furniture etc.;</p> <p>(vi) debts and other liabilities</p>

incurred directly or indirectly by him or his spouse or any other member of his family; and
(vii) any other movable property owned, acquired or inherited by him or his spouse or any other member of his family.

Note 1.—The moveable /immoveable properties either acquired by the members of the family of the employee from their own funds or inherited by them shall not attract the provisions of this rule.

Note 2.— In all returns the value of items of movable property costing less than Rs. 50,000 may be added and shown as a lump sum. The value of articles of daily use such as clothes, utensils, crockery, books, etc., shall not be included in such return.

(2) No University employee or any dependent member of his family shall except with the previous knowledge of the prescribed authority, acquire or dispose of any immovable property by lease, mortgage, purchase, sale, gift or otherwise either in his own name or in the name of any dependent member of his family:

Provided that the previous sanction of the prescribed authority shall be obtained by the University employee if any such transaction is—

- (i) with a person having official dealings with the University employee; or
- (ii) otherwise than through a registered dealer.

(3) Where a University employee enters into a transaction in respect of movable property either in his

		own name or in the name of the member of his family, he shall, within one month from the date of such transaction, report the same to the prescribed authority, if the value of such property exceeds two months' basic pay of the University employee:
23(1)	No employee shall except with the prior sanction of the Vice-Chancellor or the prescribed authority have recourse to any court or the press for vindication of any official act which has been the subject matter of adverse criticism or an attack of a defamatory character.	No employee shall except with the prior sanction of the Vice-Chancellor or the prescribed authority have recourse to any court or the press for vindication of any official act which has been the subject matter of adverse criticism or an attack of a defamatory character. Provided that if no such sanction is received by the University employee within a period of three months from the date of receipt of his request by the University, he shall be free to assume that the permission as sought for has been granted to him.
25(1)	Bigamous marriages:- No employee who has a wife/husband living shall contract another marriage without first obtaining the permission of the Vice-Chancellor notwithstanding that such subsequent marriage is permissible under the Personal Law for the time being applicable to him/her.	Restriction regarding marriage:- (1) No University shall enter into, or contract, a marriage with a person having a spouse living.
(2)	No female employee shall marry any person who has an alive wife, without obtaining the prior permission of the Vice-Chancellor.	(2) No University employee, having a spouse living shall enter into, or contract, a marriage with any person. Provided that the Vice-Chancellor may permit a University employee to enter into, or contract, any such marriage if he is satisfied that such marriage is permissible under the

		<p>Personal Law applicable to such University employee and the other party to the marriage and there are other grounds for so doing.</p> <p>(3) A University employee who has married or marries a person other than of Indian nationality shall forthwith intimate the Vice-Chancellor.</p> <p>(4) Every University employee shall in his personal capacity observe strictly, the existing policies regarding age of marriage.</p>
27	<p>Employment of children No employee shall employ any child before the age of 14 years as a domestic help.</p>	<p>Prohibition of Child labour No employee shall employ any child before the age of 14 years as a domestic help.</p>

Sd/-

Registrar

Endst. No. Admn. E-1/2019/303-327

Dated: 06.02.2019

Copy of the above is forwarded to the following for information & further necessary action:-

1. SPS to Vice-Chancellor for kind information of Worthy Vice-Chancellor.
2. All Deans/Directors/Officers/HODs/Offices (including outstations) of the University.
3. JD (Audit), LUVAS Hisar
4. Associate Registrar/ Assistant Registrar (Internal)
5. President LUVASTA & LUVASNTEA

Sd/-

Assistant Registrar
for Registrar